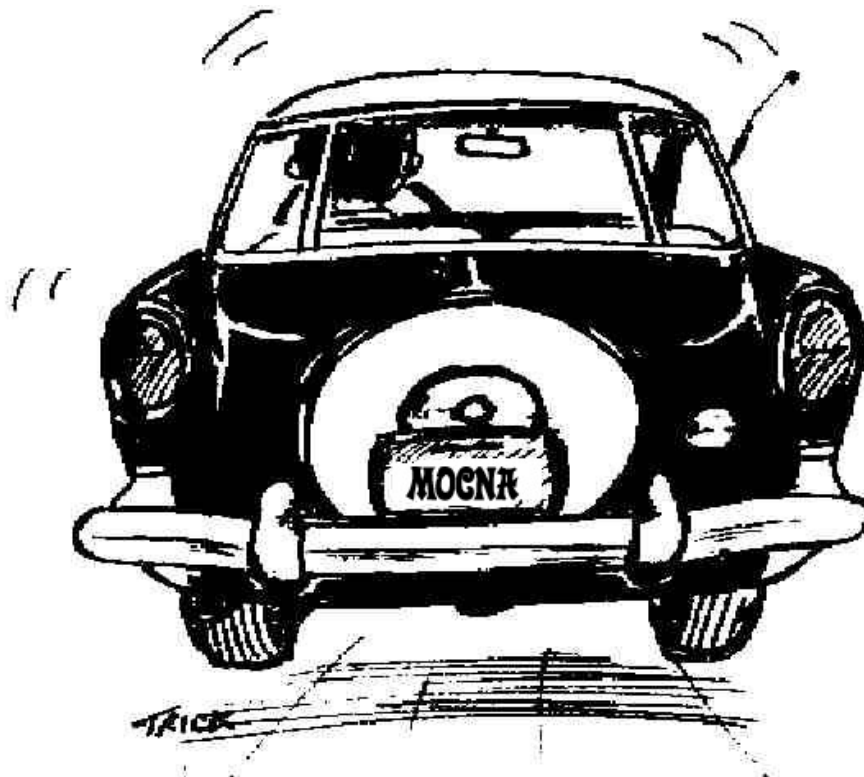




Metropolitan Owners Club of North America

Bylaws and Hand Book

www.mocna.us



METROPOLITAN OWNERS CLUB
OF
NORTH AMERICA, INC.

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METROPOLITAN OWNERS CLUB
OF
NORTH AMERICA, INC.

PART I

Constitution and By Laws

CONSTITUTION AND BY- LAWS

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ARTICLE I

NAME, PURPOSE, JURISDICTION AND OFFICES

Section A - Name

The name of this corporation shall be the METROPOLITAN OWNERS CLUB OF NORTH AMERICA, INC., a non-profit organization, incorporated May 1977, in Somerset, Pennsylvania.

Section B - Purpose

The purpose of this corporation shall be to organize the owners of all Metropolitan automobiles, and those persons who are in sympathy with the purposes and aims of the corporation: to foster and promote the understanding of, and the benefits of the historical significance of the Metropolitan automobile manufactured and sold by America Motors Corporation during the period of 1954 to 1962; to promote interest in and appreciation for the Metropolitan; to encourage the formation of local organizations and friendship and helpfulness among the members of the organization; and to do all other lawful actions incidental to aforesaid purposes.

Section C - Jurisdiction

This corporation shall represent all Metropolitan Owners Club members in North America from Canada to Panama, and other countries worldwide where members of the Club reside.

Section D -Offices

The principal offices of the corporation shall be in the city of Phoenix, County of Maricopa, State of Arizona. The corporation may have additional offices at such other places both within and without the State of Arizona as the corporation Executive Board may from time to time designate, or as the business of the corporation may require

ARTICLE II

MEMBERSHIP

Section A - Eligibility

1. Any person of good character who submits a completed membership application and one year's dues may become a member.
2. The corporation, through the Board of Directors, reserves the right to expel or refuse membership based on character, moral grounds, or engagement in fraudulent or slanderous activities toward other members.

Section B - Class of Members

1. Active Member:

One who is current in payment of dues. Active members are entitled to one vote in any matter brought to a membership vote. Membership consists of one adult residing with the member and children up to and including age 16 residing with the member.

2. Honorary Member:

May be conferred upon an individual by a unanimous vote of the Board of Directors for outstanding contributions to Metropolitan history or the Metropolitan Owners Club of North America. Honorary members, as such, are not entitled to a vote.

3. Inactive Member:

One whose dues are in arrears 30 days after notification by the Membership Chairman shall automatically be suspended from membership and all rights and privileges regarding the corporation shall cease. Inactive members will be reinstated after payment of dues and fees, if any.

4. Lifetime Membership:

May be conferred by the Executive Board to Past-Presidents and any other members contributing exemplary service to the Club. Lifetime members are entitled to a vote. Lifetime memberships may be purchased per the current dues structure.

Section C - Duties of Members

1. Each member has the duty of keeping his dues paid up to date.
2. Members must always conduct themselves in a manner that reflects favorably on the Metropolitan Owners Club.
3. Any member attending a meeting or other event under the influence of alcohol or unlawful drugs or that uses indecent or profane language and by so doing disturbs the

meeting or event, and refuse to obey the orders of the presiding officer shall immediately be expelled from the area.

4. No officer or member of this corporation shall use the name or property of this corporation for any purpose other than designated by this constitution and any other by-laws that may be established. Any violation shall be cause for expulsion per Section D. this Article. Legal action may be taken at the discretion of the

Executive Board.

Section D - Expulsion of Members

1. It shall require a 3/4 affirmative vote of the Board of Directors to expel a member, except as provided in Section B-3 of this Article. The vote shall be by secret ballot.
2. If removed, all rights and privileges in the corporation shall cease: however, before any final vote is taken by the Board of Directors, the member shall be notified 30 days prior to the vote; and the member or any other member, shall be allowed to address the Board on the subject, either in person or in writing.
3. An expelled member may apply for reinstatement after a period of 90 days. Dues must be paid up to and including the month of reinstatement and a fee may be charged. A majority vote of the Board of Directors will be required to approve reinstatement.

ARTICLE III

GOVERNMENT

Section A - Board of Directors

This corporation shall be governed by a Board of Directors consisting of the President, Vice-President, Directors, Treasurer/Membership, Secretary and the immediate past President.

Section B – Executive Board

This corporation shall be managed by an Executive Board consisting of the President, Vice President, Treasurer/Membership and Secretary.

Section C - Oversight

The business of the corporation shall be overseen by the Board of Directors which may exercise all such powers of the corporation and do all such lawful acts and things that are not by statute or these by laws directed or required to be done or exercised by the members.

Section D - Executive Board and Board of Directors Voting

Unless otherwise required by this constitution or the certificate of incorporation or statute; all matters voted by the Executive Board and Board of Directors will be decided by a majority vote of the officers voting, in person or by proxy. A proxy shall specify who is granting the proxy, who the proxy is being granted to, the effective dates of the proxy, and what items on the agenda are subject to the proxy. The proxy shall be delivered to the Secretary or President prior to the effective time of the proxy. A proxy sent in electronic form is deemed to be validly signed.

Section E - Vacancy

In the event of a vacancy on the Board of Directors, the President shall appoint a corporation member to assume the duties of the vacant office until the next election and until he or his successor is elected and qualified.

Section F - Board Matters

The membership shall not have the right to vote on those matters herein reserved solely to the Executive Board or Board of Directors. In addition, the membership shall not have the right to vote on any matter concerning the sale or other disposition of substantially all of the club's assets.

ARTICLE IV

NATIONAL OFFICERS AND ELECTIONS

Section A - Officers

Corporation officers shall be elected to the following post: President, Vice-President, Directors (5 to 7), Treasurer/Membership, and Secretary.

Section B - Officer Qualifications

1. Member in good standing for minimum of one year. Officers must maintain membership during their term of office or forfeit the office.
2. Have the desire to serve as indicated by written acceptance of the nomination.

Section C -Terms of Office

1. All elected officers except Directors shall serve a term of two years. Directors shall serve a term of three years (except if appointed to office, where they will serve to the end of the appointing Presidents term).

Section D - Election of Officers

1. Nominations of officers by mail will be called for by the Secretary in the September issue of the Club Newsletter. Nominations must be postmarked or date stamped on or before January 1st, with the list of candidates published in the March Met Gazette, the ballots published in the April Met gazette with the ballots to be returned no later than May 1st.
2. Nominations may be made only by current active members in good standing of one year or more (not on behalf of Chapters), and must contain the nominee's written acceptance. Nominees must maintain membership during election, or nomination will be voided.
3. The election will be by mail ballot and the officer or officers receiving the largest number of votes shall be considered elected.
4. All candidates' names will be placed on the ballot in alphabetic order. Incumbents will be so designated.
5. The returned ballots will be tallied by three active members not on the ballot, and the results forwarded to the President and Secretary. The Secretary will notify all candidates of the election results, and will retain the ballots and forwarding letters for three years or as required by law.
6. Officers will assume their office on the first business day in July, or the first business day after the conclusion of the International meet witch ever is the latter and shall hold office until their successors are elected and qualified.
7. A single membership may not serve more than three consecutive terms in one office. After a lapse of one term, such membership may serve again in the same office.

8. An officer may hold more than one office, but the President shall not also hold the office of either Treasurer or Secretary.
9. If one household should hold two or more office (husband and wife as an example), each office must maintain a separate membership. Each member must have maintained membership as outlined in Article IV, Section B, Paragraph 1. Current households with two or more offices being held, as of the date this amendment was passed, will be grandfathered in until the end of the three consecutive term limits is reached.

Section E - Appointments

1. The President and/or the Board of Directors may appoint members to special assignments as necessary to conduct the corporation's affairs.
2. Such appointments shall be for such terms as the appointer may desire, but in any case, shall expire with the appointer's term of office.
3. The President shall appoint members to the positions of Chief Judge, Editor, Historian/Librarian, and as committee chairmen.

Section F - Duties of Officers

President

- a. Shall act as the chief executive officer of the corporation. He (or his appointed representative) shall preside at all International level meetings, Executive Board meetings, Board of Directors meetings and the National level functions; shall have general and active management of the business of the corporation, and shall carry out and effectuate or so cause all orders and resolutions of the members and the Board of Directors.
- b. After consultation with the Treasurer, shall make an annual report to the membership on the state of the corporation.
- c. Subject to approval of the Board of Directors, shall execute bonds and mortgages and other contracts; except where required or permitted by law to be otherwise signed and executed, and except where the signing and execution

Vice-President

- a. Shall serve in place of the President in the absence of or inability of the President to perform his duties. Shall be responsible for planning social functions on the national level, including securing proposals for the international shows. Shall assist in the administration of the corporate business and perform other duties as requested by the President, Executive Board and the Board of Directors.

Treasurer/Membership (and Assistant)

- a. Shall have custody of the corporation funds and securities and shall keep full and accurate accounts of the receipts and disbursements in records belonging to the corporation, and shall deposit all monies and other valuable effects in the name of and

to the credit of the corporation in such depositories as may be approved by the Executive Board.

- b. Shall disburse corporation funds as ordered by the President and/or Executive Board, taking proper vouchers for such disbursements; and shall render to the President, Executive Board, or Board of Directors at its meetings or when the Board of Directors so requires, an account of all transactions and of the financial condition of the corporation prepared in accordance with accepted accounting practices.
- c. Shall prepare and file, or so cause, all returns, reports affidavits and certificates pertaining to the corporation financial affairs as required by any government or political subdivision thereof.
- d. If required by the Executive Board, the Treasurer shall give the corporation a bond as shall be satisfactory to the Executive Board, for the faithful performance of his/her duties. Any cost required to obtain such bond shall be born by the corporation.
- e. Shall keep an up-to-date list of all members and shall notify members at least 30 days prior to the expiration of their membership.
- f. May appoint an Assistant Treasurer of his or her own choosing, subject to the approval of the Board of Directors. Holding the position of Assistant Treasurer does not constitute membership on the Board of Directors.
- g. Shall familiarize the Assistant Treasurer, if one exists, with all procedures and books of the office.
- h. Assistant Treasurer shall in the absence or disability o the Treasurer, perform the duties and exercise the powers of the Treasurer and shall perform such other duties and have such powers as the Executive Board may prescribe. May be required to be bonded as in item (d) above.

Secretary (and Assistant)

- a. Shall attend meetings of the Executive Board and International level meetings and shall record or cause to be recorded, all proceedings which occur at or in such meetings, and shall perform such duties as the Executive Board, or the President, or this constitution may require.
- b. Shall be responsible for all official correspondence pertaining to the corporation as directed by the President or the Executive Board.
- c. Shall cause a copy of all operating procedures, ongoing motions, Executive Board rules, and such other past decisions to be maintained and distributed to each Officer and Director of the corporation as may be needed for the ongoing management of the corporation.
- d. Shall perform the duties of Editor if so directed by the President.
- e. May appoint an Assistant Secretary of his or her own choosing, subject to the position of the Board of Directors. Holding the position of Assistant Secretary does not constitute membership on the Board of Directors.

Directors

- a. Shall oversee the business and management in conjunction with the President, and may exercise all such powers and do all such lawful acts and things as are not by statute or these by-laws, directed or required to be exercised or done by the membership or other officers.
- b. The Directors may call for special reports from time to time from the Corporation officers to ascertain the proper operation of the corporation.
- c. The number of Directors shall be not less than five nor more than seven. The first group of Directors shall be seven and shall be elected for a term as specified by the membership. Therefore, within the limits specified above, the number of Directors shall be determined by the Executive Board.

Past President

- a. Shall attend meetings, however will not be a voting member of the Board of Director.
- b. Shall be the first to speak on topics of discussion in order to provide background and insight for the remainder of the Board.
- c. Shall be available to advice and consult with the President on matters concerning the operation of the corporation.
- d. Shall have no operational responsibilities other than those the President might assign.

Section G - Appointed Officers

Chief Judge:

Shall be appointed by the President and shall be responsible for establishing the judging standards to be employed during Club events and he or his designated representatives shall preside over all judging at International level meets.

Editor:

Shall be appointed by the President and shall be responsible for the content, format, release, production, printing, and distribution of all corporation publications. He may delegate any portion of these tasks. In cooperation with the Treasurer, shall be responsible for and shall be reimbursed for all publication and distribution expenses.

Historian/Librarian:

Shall be appointed by the President and shall keep a scrapbook and written history of all corporation functions and shall be responsible for or shall arrange for photography at all National functions. Shall maintain a library of books, manuals, catalogs, etc. pertinent to the corporation function and purpose, the Metropolitan automobile and the needs of the members; and shall make copies of such material available to members at cost.

Section H - Removal and Resignation of Officers

1. It shall require a 3/4 vote of active members to remove an elected officer, except as provided in Article II, B-3 and C-4.
2. Any officer wishing to resign may do so by providing a written notice to the President thirty (30) days prior to resigning; or in the case of the President, to the Vice-President.

Section I - Return of Corporation Property

All officers at the expiration of their terms of office, resignation, or removal from office shall relinquish to their successors in office all books, papers, vouchers, funds, and any other corporation property, within ten days. The corporation shall pay shipping charges if shipping is found necessary.

Section J - Compensation

No officer or director of the corporation shall receive any compensation for duties performed in their respective capability. If the club obtains a full-time manager and/or staff, the club shall be authorized to pay salaries to such individuals. In an effort to ensure a quorum during the Board of Directors Meeting held during the International Meets, MOCNA will reimburse two nights stay in the host hotel for President, Vice President, Secretary, Treasurer & Membership and Editor. Reimbursement request must be presented in writing to the Treasurer after each meet.

ARTICLE V

MEMBERSHIP SPECIAL MEETING AND QUORUM

Section A - Special Meetings

1. Special meetings of the members may be called by the President and shall be called by the President when requested in writing by 25 of the total active membership; unless otherwise prescribed by statute or by the certificate of incorporation.
2. The request must state the purpose(s) of the proposed meeting.
3. Written notice of special meetings shall be published in the Club newsletter stating the time, place, and purpose; at least 30 days but not more than 90 days prior to the scheduled meeting.
4. The business transacted at any special meeting shall be limited to the purposes stated in the notice unless the President is notified with 48-hours prior to the special meeting of additional purposes.

Section B - Quorum

1. Ten percent of the active members shall constitute a quorum.
2. The number required for a quorum shall be certified by the Treasurer/Membership Chairman 10 days prior to the meeting.

Section C - Question Vote

When a quorum is present, the vote of a majority of eligible member at a meeting, shall decide any questions, unless such question is on which by statute or the certificate of incorporation, requires greater vote.

ARTICLE VI

DUES, FEES AND ASSESSMENTS

Section A -Membership Dues and Period

The Board of Directors shall establish the amount of dues by their majority vote after considering the corporation financial state and other relevant factors. The period of membership shall be one year.

Section B - Initiation Fee

An initiation fee MAY be established by the Board of Directors, which shall also set the amount. Such fee shall be paid in conjunction with the first year's dues.

Section C - Assessments

1. Special assessments of the membership may be made upon approval of two- thirds (2/3) vote of the ballots cast. Such vote shall be by secret ballot, which may be conducted by mail or at a special meeting.
2. Notice of an impending vote on an assessment shall be given at least 30-days but not more than 90-days prior to vote.

ARTICLE VII

EXECUTIVE BOARD MEETINGS

Section A

The corporation Board of Directors may hold meetings, regular or special, either within or without the States of Arizona or Pennsylvania.

Section B

Executive board meetings may be held without notice to the membership at such time and place as the members of the Executive Board determine. All such meetings shall be open to the membership.

Section C

Special Meetings of the Board of Directors may be called by the President on ten days written or oral notice to each Board member. A special Meeting shall be called in like manner and notice, on written request of four Board members to the President.

Section D

Quorum at all Board of Directors meetings shall be four members. The act of majority of the Board members present at any meeting at which there is a quorum at the time, shall be the act of the Board of Directors except as may be otherwise provided by statute or certificate of incorporation.

Section E

If a quorum is NOT present at any Board meeting, the officers present, may adjourn the meeting to a later date; provided written or oral notice of such adjourned meeting is furnished each absent Board member at least five days prior to the new meeting date.

Section F

Unless otherwise restricted, any action required or permitted at any Board Meeting, may be taken WITHOUT a meeting with a written ballot on the question.

ARTICLE VIII

CHAPTES

Section A - Application and Approval

1. Any five members who reside in the same region may, with Board of Directors approval may form a Chapter. No chapter shall be approved unless an application signed by five members in good standing, all residents of the designated region, shall have been filed with the President.
2. The application shall state the proposed boundaries of the region, the name chosen, and the names of temporary officers. If the proposed boundaries include territory already assigned to an existing chapter, the application must be accompanied by a waiver duly authorized by the existing chapter. The Executive Board may alter chapter's boundaries by majority vote. A chapter may not change its name or boundaries without Board of Directors approval.

Section B - By-Laws and Officers

At its organizational meeting, a chapter shall adopt by-laws an elect its officers. The Chapter by-laws shall not contain anything at variance with the expressed purposes of the corporation or the National by-laws, and shall be approved by the Executive Board before becoming effective.

Section C - Suspension or Annulment

1. The Executive Board may suspend or annul a chapter's charter if its membership falls below five, or if in the opinion of the Board such action is in the best interest of the Club; but such action shall not affect the MOCNA membership status of individual members.
2. The Executive Board shall not suspend or annul a chapter until after written specification of the grounds upon which the proposed action is to be based shall have been furnished to the chapter's principal officer, and a reasonable opportunity allowed such chapter to present evidence in opposition to the proposed action and a full opportunity to be heard thereon.
3. The affirmative vote of three-fourths (3/4) of the corporation Board of Directors shall be required to suspend or annul a chapter's charter.

Section D - Chapter Members

1. Any active member who resides within the territorial limits of a chapter may become a member of the chapter and shall be entitled to all its privileges provided he pays the dues of the chapter.
2. Any active member who resides in a territory not having chapter, or residing within the boundaries of one chapter, but desiring membership in another chapter may become a member of the chapter of his choice.
3. Notwithstanding anything herein to the contrary, no one may become a member of a local chapter without being a member in good standing of the National organization. Chapter members must maintain National membership.

Section E - Funds

Chapters may assess and collect chapter dues. The corporation Executive Board may allot corporation funds to chapters for specific purposes. Such funds shall be made payable to the chapter by name.

Section F - Local Activities

1. Chapters are authorized and encouraged to undertake all such local activities within their own territory that are consistent with the Club purpose, and are not prohibited by an Executive Board rule applicable to all chapters, or by the constitution.
2. Chapters shall not act on questions of public policy without the consent of the Executive Board; except to recommend action by the Board, or to secure from the Board permission to take such action as the chapter may desire.

ARTICLE IX

GENERAL PROVISIONS

Section A - Financial Statement

The Treasurer shall present, or cause to be presented, an annual full and clear statement of the business and financial condition of the corporation prepared in accordance with accepted account in practices.

Section B - Audit

The President and the Treasurer shall arrange for a biennial audit of the corporation assets.

Section C - Checks

Checks or demands for assets of the corporation shall be signed b the Treasurer or by any other member of the Executive Board who is specifically authorized hereunder to sign.

Section D - Fiscal Year

The corporation fiscal year shall be fixed by the calendar year. Section E - Waiver Of Notice No notice of any meeting need be given to any member or officer who attends such meeting in person, or who waives such notice in writing to the corporation Secretary either before or after the meeting.

Section F - Insurance

All members of this corporation must be insured individually. Neither the corporation nor any of its officers shall be responsible for the individual or collective acts of members; or for damages to or caused by member's automobiles, or by themselves or by others.

Section G -Commercial Activity

Neither the corporation nor any chapter thereof shall participate in commercial activities under the corporation name, except the sale of emblems, literature, and memorabilia. Any funds received shall be used solely to benefit the corporation or the chapters.

Section H - Ballot by the Club

1. Whenever the Board of Directors determines that any question submitted for its decision is of such importance that it should be submitted to a vote of the members, the Board shall certify to the Secretary the form in which such a question printed on the regular ballot for officers; or, if the Board orders, a Special Vote on the question, the Secretary shall prepare a Special Ballot.
2. The mailing and tallying of the question vote shall be conducted in all other respects in the manner as the election of officers. A majority vote of all valid ballots cast shall decide the question.
3. Upon written request by 100 active members, the Board of Directors shall submit to a vote such question as the members may propose.

Section I - Indemnification

The corporation shall indemnify any and all officers and directors of the Club for any legal expenses and other liability incurred by them individually in the event litigation should result from any Club activity or function.

Section J - Construction of By-Laws

On all questions as to the construction or meaning of these by-laws: and rules of the corporation, the decision of the Executive Board shall be final, unless rescinded by the members by a vote as in Section H above.

Section K - Terms

1. The terms "corporation" , "club" and Metropolitan Owners Club shall mean one and the same and may be used interchangeably.
2. Male and female gender terms may also be used interchangeably
3. Postmark shall include electronic time stamp and envelope will include electronic transmissions.

ARTICLE X

AMENDMENTS

Section A - Recommendation by Members

All recommendations for amendments to this constitution shall be presented to the President for disposition according to Section B hereof.

Section B - Board of Directors Recommendation

The President shall present all recommendations to the Board of Directors who shall consider proposed amendments. Its written recommendations shall be presented to all active members in the Met Gazette at least 45 days prior to a vote for ratification on the amendment.

Voted, Approved and Accepted January 1st, 1985

DICK MAIZE, President DAVID HORVAT, Vice-President

GUY HOFFMAN, Secretary NANCY GNEPPER, Treasurer

Board of Directors

ROGER AYER AL & MARY JANE GREEN

TOM MUSTO

GILBERT SINGLETERRY

JOAN McGARTY

VIKTOR SACHAR

Appendixes

to the Constitution and Bylaws

of

The Metropolitan Owners Club of North America

July 16, 1999

1. The club will have a multi-tiered membership fee structure
 - a. United States Membership Fees
 - i. \$20.00 for one year
 - ii. \$36.00 for two years
 - iii. \$52.00 for three years
 - iv. \$266.00 for a lifetime membership
 - b. International Membership Fees
 - v. \$29.00 for one year
 - vi. \$53.00 for two years
 - vii. \$80.00 for three years
 - viii. \$366.00 for a lifetime membership

All Fees are in U.S. dollars only, effective 1/1/2000.

Revised December 20, 2004

Gary Bosselman, President

Appendixes to the Constitution and Bylaws

Of

The Metropolitan Owners Club of North America

2. The club will have a multi-tiered membership fee structure
 - a. United States Membership Fees
 - i. \$30.00 for one year
 - ii. \$54.00 for two years
 - iii. \$78.00 for three years
 - iv. \$400.00 for a lifetime membership
 - b. International Membership Fees
 - v. \$39.00 for one year
 - vi. \$71.00 for two years
 - vii. \$108.00 for three years
 - viii. \$500.00 for a lifetime membership

All fees are in U.S. dollars only.

METROPOLITAN OWNERS CLUB
OF
NORTH AMERICA, INC.

PART 1

Guidelines for International Meets

GUIDELINES FOR INTERNATIONAL MEETS

It is the intention of MOCNA to present one (1) major Metropolitan event each year for its member families to attend and enjoy. The Met calendar includes International Meets to be held in odd numbered years and Regional Meets to be held in even numbered years, as MOCNA history has established.

International Meet dates must be approved by the MOCNA Executive Board and should not conflict with any other meet dates.

A chapter, or chapters, within MOCNA, will sponsor International Meets.

Bids to hold an International Meet must be submitted in writing to the MOCNA Vice President no later than one month prior to the preceding International Meet. The Vice President will submit all bids (even those he/she feels would not be acceptable) to the Secretary or President for consideration and approval by the Board of Directors. The Board of Directors will submit written approval, or rejection, of all bids for each event once a bid has been accepted by the Board. If a bid is considered not acceptable, the Board shall provide explanation so the host club can make necessary changes for a future event bid proposal if they choose.

Formal general membership announcement of the chosen bid will be made at the International Meet prior to the one bid for.

After approval of the bid for an International Meet, individual copies of these guidelines will be furnished to the host committee along with MOCNA Concours Judging Forms.

International Meets will include (but not limited to):

- A) A car show. Judging of cars is mandatory, (see 8)
- B) At least one meal together
- C) A family activity
- D) Security for the cars on meet dates.
- E) A driving tour that should include points of interest in the meet area (if possible depending on the area of the meet, local restrictions and time constraints).

Meeting time and location if requested for the following groups:

- A) Concours Judging Question and Answer Session
- B) Newsletter Editor Meeting
- C) Chapter President Meeting
- D) Regional Directors Meeting
- E) Other MOCNA Group Meetings as requested
- F) MOCNA Board Meeting (MOCNA President will set date/time during the International Meet.)
- G) Host club will provide and schedule the required space for the Board of directors meeting, but the President runs this meeting and the Membership Meeting.

The initial bid shall include:

- A) A proposed location
- B) Dates of the meet
- C) Schedule of major events
- D) Tentative Budget

Funding/Borrowing:

Meet funds may be borrowed from MOCNA. If funds are borrowed:

If funds are approved to be borrowed from MOCNA, then MOCNA may finance up to 75% of the approved budget to cover any and all costs associated with the meet.

- A) A complete budget shall be compiled by the Host Committee for submission to, and approval by, the Executive Board of MOCNA no later than nine (9) months prior to the starting date of the meet. The Host Committee cannot spend more than the budgeted funds without approval from the Executive Board.
- B) If funds for the meet are borrowed from MOCNA, then a full financial report showing income and expenses shall be submitted to the Executive Board within one (1) month after the last day of the meet.
- C) If funds are borrowed from MOCNA and a profit is made, the host region/chapter shall receive 70% of the profits and MOCNA shall receive 30% of the profits after repayment of the loan from MOCNA. If a loss is incurred, then MOCNA may cover up to \$1000 of the loss, with the balance of the loan to be repaid by the host region/chapter sponsors.

Seed Money from MOCNA may be applied for if no funds are to be borrowed. Seed money for International Meets may not exceed \$1000.00

Seed money can be applied for only in the odd years, which corresponds to the International Meet Dates.

Seed money can only be applied for if this is the Host Chapter's first time sponsoring an International Meet. If a Chapter hosts subsequent International Meets, seed money requests are subject to approval by the MOCNA Board of Directors.

Judging and Awards for International Meets:

All entries must have a current MOCNA membership. Judging for International Meets is divided into two classes.

Concours Judging –

This is offered to members who want their original, or restored to near original Metropolitan to be judged in this class. Entries may be limited at the discretion of the Judges. Registration for this class should be done on the International Meet registration form. There is a \$25 fee to place a car in this category. When a car is registered for this class, a copy of the MOCNA Concours Judging Guidelines and Judging Form is mailed to the registrant by the MOCNA Chief Judge.

Host Committee must let the Chief Judge know who is registering for this category along with providing contact information. If it is determined the car should not be in this category, their \$25 fee should be refunded to them promptly. (Note: A guidebook outlining details of the Judging Form is available for \$25.00 plus postage through MOCNA.

- A) Grille Badge Awards of Bronze, Silver and Gold for Concours Class will be provided by MOCNA and will be presented by the MOCNA Judging Team. The Judging Team will determine points for each car. All entries receiving 1449-1525 points will be awarded a gold grill badge. All entries receiving 1372-1448 points will receive a silver grill badge. All entries receiving 1296-1371 points will receive a bronze grill badge.
- B) The MOCNA Chief Judge or MOCNA President will appoint qualified judges.
- C) \$25 entry fee will be submitted to MOCNA
- D) All vehicles must be driven on the judging field under their own power.
- E) Judging forms will be returned to each entrant when requested in thirty (30) days of each International Meet by the MOCNA Judging Team

People's Choice Awards -

Popular Vote Class (People's Choice). This is offered to members wishing their cars not be judged in the Concours category, but rather judged by their peers.

Official MOCNA Popular Vote Ballots shall be issued to each adult listed on the registration form with a designated time and location for votes to be turned in for tabulation.

Voting shall remain open long enough to allow the Concours Judging team the opportunity to vote in Popular Choice as well as judging in Concours. Host Committee should work out this timing with the MOCNA Chief Judge.

Cars are divided into the following categories:

- A) 1954 -1955 Hardtops (up to E-21007)
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- E) 1959 - 1962 Hardtops (from E-59048 up)
- F) 1959-1962 Convertibles (from E-59048 up)
- G) All Years Modified and Custom

Trophies / Plaques shall be awarded to the top three (3) vote earners in each class.

Special awards to be presented at the International Meets:

- A) **William Flajole People's Choice Award.** This is awarded to the Best of Show car chosen by the Meet participants. This includes cars in both the Popular Vote category and the Concours Category. There should be a special trophy for this award. Winner's name is also entered on a plaque listing previous winners. Host club provides the award. MOCNA provides the engraving on the perpetual plaque

- B) **Rhys Miller Award.** First place winner 1954-1955 Convertible. This award is given in the name of Rhys Miller and is given to the winner in the 1954-1955 Convertible class. "The Rhys Miller Award Best in Class 1954-1955 Convertible" should be the inscription on the award.
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- D) **The Nellie Gnepper Award:** A popular choice award for the most correct & cleanest engine & engine compartment, original or restored. Correct means the engine & compartment should be exactly as it would look when new. Cleanest means no dust, dirt, debris, grease, rust, etc. to be present on the engine or the engine compartment. Host club to provide this award.
- E) **Rich McGarty Newsletter Awards:** Every chapter Newsletter Editor who wishes to be considered for this award needs to submit a copy of one of their newsletters to the Newsletter Awards Committee Chairman by mail or e-mail at least 3 months prior to an International Meet. The purpose of these awards is to recognize the large amount of time and effort that is made by the chapter Newsletter Editors. The host chapter of the International Meet must schedule time for presentation of these awards in a public manner. These awards are paid for and presented by MOCNA

Recognition is traditionally given to a "Hard Luck Story". Winner is chosen by the host club or designee, along with the member(s) that traveled the longest distance to attend the meet. This is not mandatory. Host club to provide this award.

Addition information:

- A) All work associated with an International Meet should be volunteered whenever possible.
- B) Host committee shall be responsible for all publicity associated with the meet.
- C) This includes ads in national publications, local news and television coverage,
- D) Met Gazette articles, etc.
- E) Host committee must submit registration forms / advertising for the International Meet in time for printing in the Met Gazette at least twice in the six (6) months preceding the meet.
- F) The Host Committee will provide the name(s) of the contact person, for publication in the Met Gazette Calendar of International Events.
- G) A form of recognition of participation is recommended for each car present such as a dash plaque, certificate, ribbon, etc.
- H) A Dry chemical, 5 lb. Carbon dioxide UL approved fire extinguisher or equivalent will be mandatory for all International Meet participating cars; whether the car(s) is judged or not. It will be the Host Committee's responsibility to check each car for compliance. Fire extinguisher regulations must be listed on the registration application for the International Meet. Host chapter is responsible for filing with Unico Group for insurance coverage under

MOCNA's policy. This should be filed at least two (2) months prior to the International Meet.

- I) Host chapter is responsible for completing the MOCNA "End of the Meet Reporting" form following the event. This form is to be submitted to the MOCNA Vice President no later than two (2) months following the event. Form is provided following these Guidelines.
- J) Host chapter is responsible for sending a copy of the final income / expense totals to the MOCNA Vice President no later than two (2) months following the event. This will assist other clubs with future planning. These numbers are not for general viewing, but will be used to help create averages as a basis for future meets.
- K) MOCNA Tax-Exempt Status as applies to International Meets

Question - Is MOCNA and/or its chapters exempt from paying state sales taxes relating to Regional Meets that are approved by the Executive Board of Directors?

Answer - This varies from state to state. Mr. William K. Campbell of Grobe & Associates, LLP, CPA for MOCNA states, "The Organization is exempt from Federal Income Tax under 501 (c)(7) of the Internal Revenue Code. This is the code section used to exempt social clubs. In the State of Wisconsin, social clubs are not exempt from paying sales tax. If organizations exempt under 501(c)(7) are exempt from paying sales tax in (your state), an officer of MOCNA (Treasurer or President) will sign the "Tax Exemption Certificate". "The host chapter(s) has the responsibility to research this question with (your state) and send the required application or certificate of exemption to MOCNA for signature. If needed, MOCNA can furnish the Host Chapter(s) with a copy of the letter granting the exemption from Federal Income Tax. Definitions Not-for -Profit: Purpose of Club is not to make a profit. (MOCNA)

Charitable: Donations to Organization are tax deductible, purpose is to raise funds. {Not MOCNA} Tax-Exempt: Federal, exempt, must file annual forms. (MOCNA does) Sales Tax - Not exempt from paying sales tax (Wisconsin) and (MOCNA)

METROPOLITAN OWNERS CLUB
OF
NORTH AMERICA, INC.

PART 2

Guidelines for Regional Meets

GUIDELINES FOR REGIONAL MEETS

International Meets are held in odds years. Regional meets may be held in any year. It is the intention of MOCNA that no less than one (1) official Regional Meet be held in the even numbered year with no more than seven (7) being held during any given year.

Regional Meet dates must be approved by the MOCNA Executive Board and should not conflict with any other meet dates.

Regional Meets will be sponsored by a chapter or chapters within each region. A meet may be assisted by MOCNA personal if necessary due to absence of club support in that Region. These MOCNA Regions are: Eastern, Southern, Central, Midwest, Southwest, Northwest and International/Global.

Bids to hold a Regional Meet must be submitted in writing to the MOCNA Vice President no later than 6 months prior to the start date of the meet. (Submitting bids earlier than 6 months is strongly advised.) The Vice President will submit bids to the Secretary or President for consideration and approval by the Executive Board even if the Vice President does not think the bid will qualify.

Regional Meets will include:

- A) A car show. Judging of cars is mandatory, (see 8)
- B) At least one meal together
- C) A family activity
- D) Security for the cars on meet dates.
- E) A driving tour that should include points of interest in the meet area (if possible depending on the area of the meet, local restrictions and time constraints).
- F) Walking Technical Session. The MOCNA Judging Team can conduct a technical session of approx. 2 hours. This will consist of the team walking the lot answering car owner's questions as well as going over a previously awarded Concours class car to explain what they're looking for in Concours class judging. This will ideally be held on Friday afternoon. (If the host club would like to have this, contact a member of the Chief Judge at least 6 months prior to the event).

The initial bid shall include:

- A) A proposed location
- B) Dates of the meet
- C) Schedule of major events
- D) Tentative Budget

Funding/Borrowing:

Meet funds may be borrowed from MOCNA. If funds are borrowed:

- A) If funds are approved to be borrowed from MOCNA, then MOCNA may finance up to 75% of the approved budget to cover any and all costs associated with the meet.

- B) A complete budget shall be compiled by the Host Committee for submission to, and approval by, the Executive Board of MOCNA no later than nine (9) months prior to the starting date of the meet. The Host Committee cannot spend more than the budgeted funds without approval from the Executive Board.
- C) If funds for the meet are borrowed from MOCNA, then a full financial report showing income and expenses shall be submitted to the Executive Board within one (1) month after the last day of the meet.
- D) If funds are borrowed from MOCNA and a profit is made, the host region/chapter shall receive 70% of the profits and MOCNA shall receive 30% of the profits after repayment of the loan from MOCNA. If a loss is incurred, then MOCNA may cover up to \$500.00 of the loss, with the balance of the loan to be repaid by the host region/chapter sponsors.
- E) Seed Money from MOCNA may be applied for if no funds are to be borrowed. Seed money for International Meets may not exceed \$500.00
- F) Seed money can be applied for only in the odd years, which corresponds to the International Meet Dates.
- G) Seed money can only be applied for if this is the Host Chapter's first time sponsoring an International Meet. If a Chapter hosts subsequent International Meets, seed money requests are subject to approval by the MOCNA Board of Directors.

Judging and Awards for Regional Meets - (Awards at Regional Meets is Optional) MOCNA Concours Judging can be conducted at both the International and Regional meets. All entries must have a current MOCNA membership.

This is offered to members who want their original, or restored to near original Metropolitan to be judged in this class. Entries may be limited at the discretion of the Judges. Registration for this class should be done on the International Meet registration form. There is a \$25 fee to place a car in this category. When a car is registered for this class, a copy of the MOCNA Concours Judging Guidelines and Judging Form is mailed to the registrant by the MOCNA Chief Judge.

Host Committee must let the Chief Judge know who is registering for this category along with providing contact information. If it is determined the car should not be in this category, their \$25 fee should be refunded to them promptly. (Note: A guidebook outlining details of the Judging Form is available for \$25.00 plus postage through MOCNA.

- A) Grille Badge Awards of Bronze, Silver and Gold for Concours Class will be provided by MOCNA and will be presented by the MOCNA Judging Team. The Judging Team will determine points for each car. All entries receiving 1449-1525 points will be awarded a gold grill badge. All entries receiving 1372-1448 points will receive a silver grill badge. All entries receiving 1296-1371 points will receive a bronze grill badge.
- B) The MOCNA Chief Judge or MOCNA President will appoint qualified judges.
- C) \$25 entry fee will be submitted to MOCNA.
- D) All vehicles must be driven on the judging field under their own power.
- E) Judging forms will be returned to each entrant when requested in thirty (30) days of each Regional Meet by the MOCNA Judging Team.

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METROPOLITAN OWNERS CLUB
OF
NORTH AMERICA, INC.

PART 3

Guidelines for End of Meet Report

MOCNA END OF THE MEET REPORT

Please note: The following information is NOT for general distribution. This information will be averaged with data from other events to help give future host clubs a snapshot picture of event hosting data.

REGISTRATION INFORMATION	
Pre-registered Attendees	#
On-site registrations	#
Total number of people	#
Total number of registrations	#

Car Information	
Cars pre-registered	#
Cars at the show	#
Cars in Each Category	
Closed 1954-1955	#
Open 1954-1955	#
Closed 1956-1959	#
Open 1956-1959	#
Closed 1960-1962	#
Open 1960-1962	#
Modified	#
Concours	#

Please list trophy winners for each category:	
1954-1955 Closed	
1 st place	
2 nd place	
3 rd place	
1954-1955 Open	
1 st place	
2 nd place	
3 rd place	
1956-1959 Closed	
1 st place	
2 nd place	
3 rd place	
1956-1959 Open	
1 st place	
2 nd place	
3 rd place	
1960-1962 Closed	
1 st place	
2 nd place	
3 rd place	
1960-1962 Open	
1 st place	
2 nd place	
3 rd place	

Modified	
1 st place	
2 nd place	
3 rd place	
Bill Flajole Award	
Rhys Miller Award	
Nellie Gnepper Award	
Longest Distance Driven in a Met	

Event Information	
Type of event-	
Number of participants registered	#
Type of event-	
Number of participants registered	#
Type of event-	
Number of participants registered	#
Saturday show-	
Number of cars registered	#
Number of participants registered	#
Banquet / Meals	
Early bird reception-	
Number of participants registered	#
Friday event-	
Number of participants registered	#
Saturday Banquet-	
Number of participants registered	#

MOCNA Breakfast	
Number of participants registered	#
Sunday goodbye breakfast-	
Number of participants registered	#

HOSPITALITY

Hospitality room items (ie: how many bags of chips, bottles of water, cookies, etc. did you buy, how many were donated)

What were the Hospitality Room hours? What would you do differently for Hospitality? **SALES / GIVEAWAYS**

Number of shirts/hats pre-ordered (if applicable)

Small	Medium	Large	XL
2 XL	3 XL	Hats	other
# of shirts/hats	sold at meet	Medium	Large
Small			XL

2 XL	3 XL	Hats	other
------	------	------	-------

Did you sell any other items? If yes, then please describe items and how many sold. _____

Where did you have your items made? _____ What items (if any) did you give to registrants? _____

Did you request MOCNA seed money? Yes No.

If no, why not? _____

Could MOCNA have done to better job assisting your club in hosting this event? _____

What would you like to see changed for future International meets? _____

Any other thoughts, comments, suggestions, tips, etc. that could be used by other clubs hosting their own International meets? _____

METROPOLITAN OWNERS CLUB
OF
NORTH AMERICA, INC.

PART 4

Guidelines for National Insurance
Certificates

Attention: Danelle Janeke, 1-800-755-0048, fax 402-434-7272

4435 "O" Street, P.O. Box 30275, Lincoln, NE 68503-0275

UNICO GROUP, INC

REQUEST FOR CERTIFICATE OF INSURANCE

NAME AND ADDRESS OF NATIONAL CLUB:

Metropolitan Owners Club of North America, Inc

2308 County Road V

Sun Prairie, WI 53590

NAME OF REQUESTING REGION OR CHAPTER: _____

CLUB CONTACT PERSON FOR THIS EVENT: _____

PHONE NUMBER: _____

DATE OF EVENT: _____

TYPE OF EVENT: _____

LOCATION OF EVENT: _____

OWNER OF PREMISES WHERE EVENT WILL BE HELD: _____

CERTIFICATE TO BE MAILED TO: _____

PLEASE FAX TO: _____

PLEASE ALSO MAIL TO: _____

SPECIAL INSTRUCTIONS: _____

PERSON MAKING REQUEST:

METROPOLITAN OWNERS CLUB
OF
NORTH AMERICA, INC.

PART 5

Guidelines for Regions
and
Regional Directors

METROPOLITAN OWNERS CLUB OF NORTH AMERICA

REGIONAL GUIDELINES

This is a regional guideline for the Metropolitan Owners Club of North America, dividing the USA into seven regions and to have a Regional Director to represent each region and a Regional Director Team Leader to oversee the process. It is also a guideline to establish the responsibilities of the Regional Director, Team Leader and Chapter Presidents and to explain the purpose for this proposal.

Multiple Regions:

- A. Eastern
- B. Southern
- C. Central
- D. Midwest
- E. Southwest
- F. Northwest
- G. International/Global

Establish new regions as needed when membership increases.

President to appoint a Regional Directors and Team Leader to represent MOCNA for each region. Those appointments will be listed in the Met Gazette. All MOCNA active chapters will also be listed in each Gazette.

Responsibilities of a Regional Director:

- A. Ensure all MOCNA events are to "HAVE FUN" and encourage the enjoyment of the Metropolitan automobile.
- B. Promote MOCNA to increase membership.
- C. Encourage more Regional meets held by Chapters in your Region.
- D. Coordinate club activities on a Regional scale. Coordinate these activities with the Activities Director.
- E. Help form new Clubs and/or Chapters. The "MOCNA Handbook" has guidelines to follow in establishing Chapters.
- F. Quarterly, contact each Chapter and ask the sample questions:
 - a. How are things going?
 - b. What are your plans?
 - c. What can I do to help?
 - d. What can MOCNA do to help?
- G. Send a report quarterly of the Chapter activities in your Region to Regional Director Team Leader, who will report to MOCNA Executive Board two times per year.
- H. Assist in having all Chapters send Membership Rosters into MOCNA Membership Chairman before March 15th of each year.
- I. Coordinate all Chapters in your Region to send Chapter Newsletters to the Officers of MOCNA (everybody printed on the inside of the front cover of the Met Gazette would be nice, but not mandatory. As a minimum, the Officers and Board of Directors.)

- J. Make a list of Chapter officers for each Chapter in your Region and send to the Membership Chairman before December 31st of each year. Early each year a list of all Chapter officers will be printed in the Met Gazette.
- K. Send a "Thank you" and "Welcome" to all out-going and in-coming Chapter Officers in your Region.
- L. Ensure "MOCNA Handbook" is passed from out-going to in-coming Chapter Presidents or request a new Handbook to be mailed from the Secretary of MOCNA to the new Chapter President.
- M. I would encourage you to attend at least one event per year of each Chapter in your Region.
- N. Assist the President in the preparation in the General Membership Meetings held every other year at the International Meet.
- O. Write 1-article for the Met gazette each year. This article could be technical in nature, an article on a show you attended or an article about what other Chapters are doing.
- P. Responsibilities of the Regional Director Team Leader
- Q. Coordinate Regional Directors on a National level.
- R. Help keep the lines of communication flowing between the Regional Directors and their chapters.
- S. Report to the MOCNA Executive Board twice a year on regional activities, progress, membership, etc.
- T. Assist the Regional Directors with any questions, problems and concerns.

Responsibilities of Chapter Presidents.

- A. Keep the Regional Directors informed either by phone, e-mail or postal mail of any information about your chapter and its' members which are of interest on both a Regional and International level.
- B. Instruct Editors of your newsletters to send copies of your chapter's newsletter to MOCNA President, Vice President, Secretary and the
- C. Regional Director of your area.
- D. At least once annually by March 15, provide a certified list (roster) of chapter members who are also MOCNA members, to MOCNA
- E. Treasurer- Membership officer. This fulfills the MOCNA requirement that "All chapter members must be members of MOCNA" All qualified chapters are listed in the Met Gazette.
- F. Notify MOCNA Secretary of any change of officers as the result of any election or appointment as required by the chapter Constitution & By-Laws. This is very important to make sure each newly elected Chapter President has a copy of this handbook.

PURPOSE:

- A. To establish better communication between all MOCNA chapters and the Executive Board.
- B. Regional Director Reports
- C. To start a documented history of MOCNA
- D. More communications
- E. Promote Membership
- F. Better information

COMMENT:

With strong leadership of MOCNA, the Regional Directors, Regional Team Leader and Chapter Presidents, can increase membership and start a number of new clubs, with the goal in mind to have a club in every state and all provinces of Canada.

The states, provinces, and countries listed are in the regions as designated.

EASTERN	SOUTHERN	CENTRAL	INTERNATIONAL/GLOBAL
Connecticut	Alabama	Illinois	Australia
Delaware	Arkansas	Indiana	Austria
Maine	Florida	Iowa	Belgium
Maryland	Georgia	Manitoba	England
Massachusetts	Kentucky	Michigan	Finland
New Brunswick	Louisiana	Minnesota	France
Newfoundland	Mississippi	Missouri	Germany
New Hampshire	North Carolina	Ontario	Italy
New Jersey	Puerto Rico	Saskatchewan	Japan
New York	South Carolina	Wisconsin	The Netherlands
Nova Scotia	Tennessee		New Zealand
Ohio	Virginia	MIDWEST	Norway
Quebec		Colorado	Singapore
Prince Edward Island	NORTHWEST	Kansas	Sweden
Pennsylvania	Alaska	Montana	Switzerland
Rhode Island	Alberta	Nebraska	All other countries
Vermont	British Columbia	New Mexico	
West Virginia	Idaho	North Dakota	
	Oregon	Oklahoma	
SOUTHWEST	Washington	South Dakota	
Arizona	South Carolina	Texas	
California		Wyoming	
Hawaii			
Nevada			
Utah			



METROPOLITAN OWNERS CLUB
OF
NORTH AMERICA, INC.

PART 6

Guidelines for Starting
a
MOCNA Chapter

TIPS FOR ORGANIZING A CHAPTER METROPOLITAN OWNERS CLUB OF NORTH AMERICA

Requirements by MOCNA:

- A. Chapters must have a membership of at least 5 members of MOCNA
- B. Chapter boundaries must be defined
- C. Name of Chapter must be established
- D. Officers of at least President and Secretary/Treasurer
- E. Chapter Constitution and Bylaws
- F. Completed Chapter application form
- G. Approval of the Executive Board of MOCNA
- H. All chapter members must be members of MOCNA
- I. Have fun!

The following guidelines may assist you in your efforts to form and run a chapter. Should you have any questions, you can contact the MOCNA Secretary, President, Regional Directors Team Leader or Regional Director.

Finding Potential Chapter Members:

Check the MOCNA Roster and contact all members in the area you have designated for your chapter. You can call or write (letters or postcards) to all these members and explain that you are starting a MOCNA chapter and are organizing a preliminary meeting to become acquainted and do the necessary planning. An RSVP is helpful and you will know who will be coming that day. Make sure the meeting is in a location convenient to the majority of the attendees. Remember to keep those members that could not attend informed of your progress so they can join afterwards.

Getting The Word Out:

When you have decided on a time and place for your first chapter meeting, notify all area MOCNA club members (use the roster) and any other Met enthusiasts you know whether they own a Met or just love them. Press releases in local papers can also be helpful. Send a notice to the Met Gazette as far in advance as possible. After your first meeting, send a second notice to the Gazette to generate interest in those members that did not attend.

Your Responsibility:

If you decide to organize a local chapter, be sure to follow through on your plans even though you may relinquish the chapter to another person once organized.

Ideas on Meeting Day:

- A. Be sure to get the names, addresses and phone numbers and cars owned (if any) from all attendees for future reference.
- B. Have your ideas and the meeting agenda ready to get the meeting started.

Dues and Fees:

Whether to charge chapter dues is a decision for the members to make. As in any organization, funds are needed to operate. If your chapter will be doing a newsletter, postage and printing costs need to be generated somehow. Attempt to reach a decision on dues at your first meeting. Try to have a Treasurer appointed or elected before the discussion of dues. Be prepared to collect dues that evening (either for the chapter and/or MOCNA). Also set a due date for dues to be paid by. Sign up new MOCNA members with the application forms (one enclosed) obtained from our MOCNA Treasurer/Membership Officers (listed in the Met Gazette), and mail all new member applications and funds (checks made payable to MOCNA) to them after the meeting so your new members will receive their membership package and newsletters ASAP.

Why Join MOCNA?

The most important reason is that all members of the chapters must be members of the national organization according to the Constitution and Bylaws. Our insurance requires that all members of chapters also be MOCNA members to cover your chapter at club events, meetings, etc.

What About A Newsletter?

Newsletters can be what your chapter or Editor wants it to be. It can be as simple as one page on Xerox paper which covers meeting place, time of upcoming chapter events, information on last meeting; to several pages with reprinted articles on Metropolitans from old magazines or stories written or photographs submitted by your members. You first need an Editor or maybe the Secretary will also do the newsletter. You need to decide when the newsletter will be printed (monthly, quarterly, etc.) Newsletters can keep a chapter together, members look forward to receiving them and they keep the line of communication open amongst all members. If your chapter decides a newsletter is for them, a copy should be sent to the MOCNA President and Secretary at every printing. Newsletter will set the tone for your chapter, keep it fun and informative!

Chapter Events:

Organize as many local events as possible (or as the season permits) to keep members active. A chapter that gets together stays together. You can plan picnics, caravans to local car shows, parades and cruise nights, dinners, holiday parties, tech sessions, etc.

News:

Keeping the line of communication open between the chapters and MOCNA will mean a better club for all. Let MOCNA know your chapter's ideas and feelings. Remember the MOCNA is here for you just like you are there for your chapters. Write to your Technical Advisors to help your chapter members with their problems, write to the Secretary for distribution to MOCNA Executive Board, and write to the Editor of the Met Gazette about what your chapter is doing, we all want to hear from you.

CHAPTER CONSTITUTION

ARTICLE I. Name and Purpose,

Section 1. The name of this chapter of the Metropolitan Owner's Club of North America, Inc. shall be _____

Section 2. The purpose of the chapter shall be to organize the owners and/ or enthusiasts of all Metropolitans into a local organization to promote interest in and appreciation for the Metropolitan, and to work with the other chapters and National offices to promote friendship and helpfulness among the members of this organization.

ARTICLE II. Officers

Section 1. Elected officers shall be a minimum of President and Secretary/Treasurer. Said officers shall hold office for one year, or until a successor is selected. Additional officers may be created as the need arises, and may be filled by election or appointment.

Section 2. Election of officers will be as prescribed by a committee of the President, Secretary /Treasurer, and one other member.

ARTICLE III. Duties of Officers

Section 1. The President shall preside at all meetings, and in conjunction with the Secretary/Treasurer, conduct the operations of the chapter.

Section 2. The Secretary/Treasurer shall handle all correspondence, keep minutes of meetings, and manage the financial affairs of the chapter. At each meeting, the Secretary /Treasurer will report to the members the financial status of the chapter.

ARTICLE IV. Members

Section 1. Members in good standing with MOCNA may become members of this chapter upon presentation of a current MOCNA membership card

CHAPTER OF
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Section 2. Membership in the chapter may be terminated by a 2/3 vote of all chapter members for any reason(s) unbecoming a member of MOCNA. The member(s) in question will be given a full opportunity to hear and to respond to any charge.

ARTICLE V. Chapter Meetings

Section 1. The chapter will meet once a month at a time and date agreed to be the most convenient to most of the members.

Section 2. Special meetings may be called by the President, or upon a signed request of members. A two-week notice will be given to all members.

ARTICLE VI. National Requirements,

Section 1. Chapter affairs shall be conducted at all times in a manner that coincides with the purpose and aims of MOCNA.

Section 2. All members, officers and committees of this chapter shall be bound by any sections of the National Bylaws that apply to all members, and all members must maintain membership in MOCNA to remain a member of this chapter.

Section 3. A chapter may terminate their charter from MOCNA, with a 2/3 vote of the general membership of said chapter. Upon approval to terminate all monies that said chapter holds shall be forwarded to MOCNA.

ARTICLE V. Amendments

Section 1. This constitution may be amended by a majority vote of all chapter members. Amendments must be approved by MOCNA Executive Board.

VOTED, APPROVED AND ACCEPTED THIS DAY This Day, _____
THE _____ DAY OF; _____, 20_____
At _____, STATE OF _____.
PRESIDENT: _____.
Secretary / Treasurer: _____.

METROPOLITAN OWNERS CLUB
OF
NORTH AMERICA, INC.

PART 8

Guidelines for Newsletter Editor

Chapter Newsletter Editor Guidelines

Thank you for volunteering to create the newsletter for your chapter. The newsletter is the "glue" that holds a chapter together. It allows people to know what is going on, and see what happened (and maybe what they missed!). People like seeing their name, and their photograph in print. Putting together a newsletter is a lot of work. Your time, and dedication is truly appreciated. After much discussion by a MOCNA newsletter committee, the following Guidelines, and suggestions were created. Each chapter approaches a newsletter differently. Some newsletters are 1 page, some are many pages; some are black & white, others are color. Some newsletters run every other week, others twice a year. Some chapters send their newsletters via the internet, some post them on websites, and some send paper copies. Your chapter will determine what works best for its membership.

The Guidelines are things MOCNA asks every Chapter to do. The Suggestions section is simply that, suggestions from other newsletter editors on how to make the job easier. Use these suggestions, or not, as you wish. The most important thing - have fun!

If you have suggestions that you feel would help other editors, please contact the MOCNA Vice President so this list can be updated and re-distributed.

GUIDELINES

Mail a copy of your newsletter to the following people:

1. MOCNA President
2. MOCNA Vice President
3. MOCNA Met Gazette Editor
4. MOCNA Newsletter Committee Chairman (note: if this person is one of the other people already listed (ie: MOCNA Vice President) it is not necessary to send 2 copies of the newsletter to this person.
5. Regional Director for your Region

Addresses for these individuals can be found on the inside of the cover of the Met Gazette.

Please ask someone in your chapter (it doesn't have to be you) to submit at least 1 article and/or event photographs to the Met Gazette editor every quarter. This can be something that already ran in your newsletter, or something that is written specifically for the Met Gazette. The Met Gazette editor may also choose items from your Chapter Newsletter for publication in the Met Gazette.

Submit a "Letter of Permission" to the Met Gazette editor allowing him/her to distribute items taken from your newsletter to the other members of MOCNA via the Met Gazette.

SUGGESTIONS

Exchange copies of your newsletter with other chapters. This will help give you ideas for articles, tech tips, etc. It's also fun to see what other chapters are doing. Please note: if you use information from another chapter's newsletter, please give proper credit to that chapter for the information.

Have set dates when your newsletter goes out. This will help with advance planning. Some editors begin work on an issue several months in advance.

Have specific members of your chapter responsible for writing articles, providing photos, maintaining the chapter event calendar, etc. This will prevent one person being responsible for everything.

Include a "For Sale / Wanted" section in your newsletter. If no one in your chapter is selling anything, run ads from other chapters. We're all promoting the same hobby. Some chapters charge for their ads, some don't. This is a decision for your chapter to make.

Include a "Member Profile" or something similar. The more the membership gets to know each other, the closer knit it becomes. It's also a good way to include members who may live some distance away from other members.

Provide contact information for Chapter officers.

Provide an events calendar with locations, contact information, etc.

Interview members of MOCNA, your chapter, or individuals connected to the Metropolitan's past history. While you may have heard the stories, chances are other members of your chapter may not have heard them.

When sending a chapter newsletter to a potential member, be sure to include a MOCNA application and a chapter application with it. It's a good idea to follow up within a month or so to be sure the individual received the newsletter.

Photos are the first thing people look at in a newsletter. Some chapters use photos, some don't. This is a choice for your chapter to make.

Color - some chapters print in color, some print in black and white. This is another choice for your chapter to make. Color is more striking, but it is also more costly.

Submit a copy of each of your newsletters to the judging team at Old Cars Weekly. They award the "Golden Quill Award" each year to car clubs across the country in a wide variety of categories. These should be sent to:

Editor, Old Cars Weekly George Perschbacher
700 E State St 8868 Rock Forest Dr
Iola, WI 54990-0001 Saint Louis, MO 63123-1116

Send a copy to all MOCNA Officers. This is not required, but is recommended. This can be done via email if you'd like. This would save on postage and ink costs.

Suggested Topics / Article Ideas

While you will come up with wonderful things about your chapter to highlight in each newsletter, the following ideas were cultivated from other MOCNA newsletter editors.

1. Member of the Month / Metropolitan of the Month - highlight members, or cars in your chapter
2. Unusual Metropolitans
3. Interviews with members / MOCNA Officers / people influential in the Met history. Some suggestions would be: Diana Hawkinson (daughter of Met designer Bill Flajole), Chris Custin, MOCNA Historical Team Chairman, MOCNA Board Members, MOCNA Chief Judge (great if you

want to do an article about Concours Judging), past officers, long-time MOCNA members (they are a wealth of information). Other people you could interview are David Austin (maintains an amazing Metropolitan library on the internet at www.met-library.nashmet.com), Dick Maize (founder of MOCNA) and Rhys Miller (worked with Bill Flajole and is an honorary Life Member of MOCNA).

4. History of your chapter, articles about past Chapter Presidents, how the chapter was formed, who was the first President, etc.
5. Official Chapter functions - both past and upcoming as well as MOCNA
6. Regional or International Meets
7. Member Birthdays and Anniversaries
8. Yearly Chapter Membership Roster
9. Tech Tips - can be obtained from the MOCNA Tech Team or from the Members on Line email list
10. Ask your Regional Director to write an article telling what is going on in MOCNA.
11. Other MOCNA members. We have some great people in MOCNA. It's fun to interview and get to know them. Your chapter members will enjoy reading the articles as well. As an added bonus, the more MOCNA members we know, the more fun those Regional and International meets are.
12. Designate someone to be your official photographer for your chapter.
13. Photographs really do add interest to a newsletter. Pictures will help tell your story for you.
14. Met collectibles - articles about past, or new collectibles are always interesting.
15. Articles from magazines, websites, etc. Be sure to get permission to use them, and give proper attribution if used.
16. Famous Mets - articles about Mets in movies, advertising, commercials, television shows, etc.
17. Listing of area car shows, cruise-ins

Hand Book Changes and Amended and Approved

May 24, 2011

by:

Executive Board

Wayne Metz, President

Brad Swiggart, Vice President

John Riley, Secretary

Betty Jacobson, Treasurer

Board of Directors

Tim Clark

Brian L. Cotariu

Diana Hawkinson

Barry Mann

Ed McCallister

Ross Morris

Bill Schaefer